

Title: DIVISION PRODUCT PACKAGING AND DELIVERY	Number: D65-15-03	Revision No.: OD	Effective Date: 31 JAN 97
	Prepared By: Thomas J. Underwood	Approved By: Thomas S. Dodson	Page: 1 OF 2

31 January 1997

STANDARD OPERATING PROCEDURE D65-15-03

From: D65

To: D65 Division

Subj: DIVISION PRODUCT PACKAGING AND DELIVERY

Ref: (a) SOP D65-14-01 Division Corrective and Preventive Action
(b) SOP D65-13-01 Division Control of Nonconforming Products

1. Purpose. To establish a system and provide instructions for packaging activities and protecting products prior to and during delivery.
2. Scope and Application. This procedure applies to packing of items being shipped and customer complaints caused by problems with packing quality and delivery.
3. Policy. Division products will be packaged properly prior to and during delivery/shipment. Branch Heads are responsible to ensure that all deliverable products are packaged properly considering mode of travel/means of shipment and destination along with sponsor/customer requirements and specifications.
4. Procedure. The following procedure identifies Division requirements for packaging and delivery of division products.
 - a. Packaging - Packaging materials and instructions will be specified by each Branch. The specifications are communicated to the shipping personnel in the form of written work instructions. When customized packaging is required by a contract, these requirements will be shown in the shipping order and appropriate written instructions enclosed. Use of alternative packaging materials and methods must be authorized by each Branch Head and, if required, by the sponsor/customer. Marking on shipping packaging will be determined by each Branch Head and specified on the shipping order.
 - b. Delivery - After the final inspection, products will be packaged into their specified, authorized product packaging and stored in the finished products stockroom/storage area. When a shipping order is received, products will be retrieved from the stockroom and prepared for shipping. Adequate storage conditions and specified packaging must protect the products against damage or deterioration at those stages. Nonetheless, shipping personnel are responsible for identification and reporting of any damaged products prior to packaging. Damage will be reported to Quality Assurance. Whether delivery is specified or not by the contract, packaging

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materials and their design will, as a minimum, meet the requirements of common carriers for intended means of delivery (ground, sea, air). When delivery is required by contract, only shippers from the approved supplier/subcontractor list are used.

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